Customizing Word 2010

After completing this lesson, you will be able to:

* Describe how to customize the general and proofing options in Word 2010.
* Explain how to customize the Quick Access Toolbar.
* Describe how to customize the saving options in Word 2010.

## Customizing Word Options

1. The File Tab is also known as the\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Where would you customize the color scheme?
3. How would you customize the screen tip style?
4. Where would you enable the Live Preview option?

Setting up the proofing tools is a skill you will have to use on the Certification Tes***t.***

What are the auto correct options?

How do you customize these? List the steps

How would you enable (allow) the auto-correct option to correct capitalization of the first two letters in a word? What are some of the other options you can select in the auto correct options.

## Customizing the Quick Access Toolbar

Where do you select items to add to the QAT?

Is there another method?

## Customizing Saving Options

Note: some of these features are unavailable in a network setting due to the restrictions on the machine. However this is a skill that is tested in the Certification setting.

List the steps to customize the document saving options:

*Play the self-test game.*